

New Century International Elementary School



Student / Parent Handbook

Principal: Dr. Brady Davis
Assistant Principal: Ms. Ursula Foster-Sapp
Bookkeeper: Marti Sessoms
Data Manager: Toni Clark
Receptionist:

Doors Open: 8:00 a.m.
Tardy Bell: 8:30 a.m.

Early Check-out: Allowed before 2:30 p.m. only!
The parent must be at the office before 2:30 p.m. to check out the student.

Dismissal Bell: 3:10 p.m.

School Office Hours: 7:15 a.m. – 3:45 p.m.

School Mascot: Panda

School Website: <http://ncies.ccs.k12.nc.us/>

District Website: <http://ccs.k12.nc.us/>

School Phone: 910-487-2340

2024 - 2025 CUMBERLAND COUNTY SCHOOLS
TRADITIONAL 10-MONTH CALENDAR

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
August 12 & 16, 19 - 23	Monday & Friday Monday - Friday,	Workdays	7		
August 13, 14, 15	Tuesday - Thursday	Required Workdays (System-Wide PD)	3		
August 26	Monday	First Day for Student			
September 2	Monday	Student/All Staff Holiday			1
October 18	Friday	End of Grading Period			
October 21	Monday	Student Holiday/Telework Workday	1		
October 22	Tuesday	Student Holiday/Required Workday (System-Wide PD)	1		
November 5	Tuesday	Student Holiday/Workday	1		
November 11	Monday	Student/All Staff Holiday			1
November 27	Wednesday	Student Holiday/Telework Workday	1		
November 28 - 29	Thursday - Friday	Student/All Staff Holidays			2
December 20	Friday	Student Two Hour Early Release/End of Grading Period			
December 23 - December 31	Monday - Tuesday	Winter Holidays (Student/Teacher) Required Annual Leave		4	3
January 1	Wednesday	Student/All Staff Holiday			1
January 2 - 3	Thursday - Friday	Student Holidays/Workdays	2		
January 20	Monday	Student/All Staff Holiday			1
February 17	Monday	Student Holiday/Telework Workday	1		
February 18	Tuesday	Student Holiday/Required Workday (System-Wide PD)	1		
March 12	Wednesday	End of Grading Period			
March 14	Friday	Student Holiday/Workday	1		
April 14 - 17	Monday - Thursday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		4	
April 18	Friday	Student/All Staff Holiday			1
April 21	Monday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		1	
May 23	Friday	Last Day for Student/Student Two Hour Early Release/End of Grading Period			
May 26	Monday	All Staff Holiday			1
May 27 - May 30	Tuesday - Friday	Required Workdays (Retest Assessments and Closeout)	4		
June 2 - 6	Monday - Friday	Workdays	5		
Totals			28	9	11

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ENROLLING/WITHDRAWING

To enroll students, guardians must provide a certified birth certificate, proof of parent's ID, and proof of address. Any other paperwork from previous schools, such as report cards and progress reports, would be helpful. Grade placement must be verified by a report card or by contacting the previous school. To withdraw a student, you must see Ms. Clark our Data Manager. It may take up to 48 hours for all of the information to be processed in the student management system.

EMERGENCY CARDS

Each year parents are requested to fill out an emergency card listing the names and telephone numbers to be used if it is necessary to reach parents or other designated adults during the school day. If the information you have originally turned in changes, please notify the school so that the card can be updated. Emergency cards can be the lifeline for the proper care of your child. In order for anyone not listed on the Student Information Card to check out a student, a written note from the parent/legal guardian (the parent with whom the student resides) must be received in the office.

The only person who may change information on the emergency card is the parent/guardian. The parent/guardian should be prepared to show their ID in order to change information.

CUSTODY CONCERNS

Students may be checked out of school only by adults listed on the student's emergency card. If a parent legally cannot visit or pick up a child from school, the school office must have a signed, court-ordered restraining order or termination of parental rights form on file. If there are changes made to the court document, we must receive the updated version. Please speak with an office staff member if you need further information in this area.

The school must follow the most up-to-date court document that we have and we cannot take your word that the court decided upon something else. **All parents listed on the birth certificate have the same legal rights to access the child unless a court order is on file at school.** Please do not ask us to get in the middle of custody battles and choose a side, we have to follow whatever the court documents say.

MEDICATION

If possible, please administer medication at home. In the event that medication must be dispensed during the school day, a form completed by a physician must be on file at the school. The form must give explicit directions for dosages and times and must match the label on the medication itself. The form must be signed by the parent or guardian and the physician to authorize giving the medication at school. Medication must be properly labeled and in the original container from the pharmacist identifying: the child's name, medication name, the dosage prescribed, and the time to be given. Parents are required to sign the medication into the office. **Students may not transport any medication to school (including cough drops, ointments, or over-the-counter medicines).**

ABSENCES

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. After three unexcused absences, the teacher will report the absence to the school social worker and principal. Letters are sent to parents after 3, 6, and 10 unexcused absences. The school social worker shall work with the student and the family to eliminate the attendance problems and may request that a law enforcement officer accompany him/her on a home visit. After ten accumulated unlawful absences in a school year, the principal shall review any report or investigation and determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good-faith effort to comply with the law. If the parent, guardian, or custodian has not made a good faith effort, the principal and social worker will make an appropriate recommendation to the Cumberland County Court system.

To be counted as "present" for the school day, a student must be present at least until 11:40 a.m. Students who are checked out of school before that time will be counted as absent. Students arriving after that time will be welcome to stay in class, but will not be counted as present for the school day.

The Cumberland County Board of Education absenteeism policy for all schools is as follows:

The following are considered reasons for a lawful or excused absence:

1. Illness or Injury (two days or less can be a note from home, three days or more will require a doctor's note)

2. Quarantine
3. Death in the IMMEDIATE FAMILY
4. Medical or Dental Appointments (with a note from the doctor/dentist)
5. Court/Administrative Proceedings
6. Religious Observances
7. Educational Opportunities (must be pre-approved)
8. Deployment Activity

Late to school and early check-outs are coded excused and unexcused just as absences. When a child returns to school after an absence, the parent must send a note explaining the absence. The note needs to include the following:

The date the note was written, exact date(s) of absence, specific reason for the absence, and signature of parent/guardian.

The reason is necessary for coding the absence on record. If a note is not received, the absence is automatically coded unlawful. Excessive absences (lawful and unlawful) will be documented and addressed to the administration by the school's social worker. Family vacations and trips are not lawful absences but only cause concern when there are numerous other absences (lawful or unlawful).

Upon the student's return to school, we must receive these notes as soon as possible. We must have the notes within fourteen days, after that time the absences cannot be changed from excused to unexcused.

Absent One Day: The child will receive make-up work from the teacher on the day following the absence.

Absent More than One Day: The parent should call the school to request work. The work will be gathered by the teacher and placed in the front office for the parent to pick up. *Please allow 24 hours' notice.*

There is a limit of ten times a year that a parent can write a sick note before we have to require doctor's notes to continue to excuse absences.

PRE-APPROVED EXCUSED ABSENCES

We have forms available in the front office for pre-approved absences. These forms must be completed ten days before the student's planned absences. The absences that will be

pre-approved are generally considered as educational opportunities or deployment activities. Once the principal has approved the absence, a copy will be given to the teacher to keep, the student to bring home, and the data manager so that the absence will be coded correctly.

TARDIES/LATE CHECK-INS

Please ensure your child arrives at school on time each day and remains for the entire day. New Century International students must be in school by 8:30 a.m. each day.

1. If your child is a parent or daycare pick-up/drop-off student, please arrive no later than 8:30 a.m.
2. If your child must miss the beginning of the school day due to illness, an appointment, or other reasons, please bring him/her to the front office to check-in. **Do not send the child in by himself/herself.**
3. His/her arrival will be keyed into the computer. A tardy note will be printed for the classroom teacher.
4. Students should not arrive at school before 8:00 a.m. as there are not any staff members to provide supervision until 8:00 a.m.

Students who live outside of the NCIES attendance area must make it to school on time or a recommendation will be made for the student to transfer to his/her attendance area school.

EARLY CHECK-OUT PROCEDURES

If a student needs to be checked out early, it must be done in the MAIN OFFICE by either the parent/guardian or by an adult that is listed on the student's check-out card. Each person should be prepared to show a proper photo ID. The student will be called from the classroom on the intercom.

To protect the instructional time and important announcements at the end of the day, there will be NO check-outs between 2:30 and 3:10 p.m. Thank you for your cooperation.

VISITORS

We value your involvement and participation in our school, but please understand that there are procedures and policies in place to protect all children, staff, and you, our visitors. We ask for your cooperation and understanding as we enforce and insist on your adherence to the following procedures:

- All visitors to the school must use the buzzer and intercom system to gain entry into the building. Please be prepared to state your name and the purpose of your visit.
- All visitors/volunteers must insert their photo identification into the Raptor system to complete a background check for the safety of students.
- Parents or guardians who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s) 48 hrs in advance so that class disruption is kept to a minimum. Classroom visits will not exceed 30 minutes.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Pre-K parents are required to walk their students to class and sign them in each morning.
- K-5 parents may only walk their children to class until Friday, September 6th. After Friday, September 6th, (non-Pre-K) parents will not be able to go past the front office.
- Starting Monday, September 9th, all (non-Pre-K) students will walk themselves to the classroom.
- If there is a project or something that needs to be carried to class, you must sign in at the reception area.
- Parents are not allowed to walk tardy students to class after 8:30 AM.
- Teachers are expected not to take class time to discuss individual matters with visitors. If you wish to speak with your child's teacher we ask that you schedule an appointment during their planning time or after school.

VOLUNTEERS

Volunteers are welcome, however, it is a requirement that ALL volunteers/visitors complete and submit a yearly background check form at the beginning of each year prior to entering the building. <https://www.ccsvolunteers.com>. After you are approved and cleared to enter our building, the front office staff will assist you. Our parent facilitator will match your skills to an area of need. Volunteers may be asked to read to or with a child, shelf books, supervise in designated areas, assist with club activities and seasonal activities, assist teachers, or supervise field trips. When you arrive to volunteer, show your ID, sign in at the front office, and let us know your task for the day. Only adults, 18 years old or older, may visit classrooms. When volunteering or visiting in a classroom, it is not permissible to bring siblings, other children,

family members, or friends with you. To avoid disruption and side conversations that are distracting to both teacher and students, individual conferences/concerns will not be heard during instructional time. Due to privacy, volunteers are not permitted to record, take pictures or post any student or staff member.

BUS SCHEDULES AND GENERAL INFORMATION

Please go [here](#) for important information about the CCS Find My Bus program.

Students will have to sign up to receive a bus stop. Once they receive a bus stop the parent may access the information about the bus number, location of the stop, and time of the stop by logging into the PowerSchool parent portal. Teachers will also have access to the bus information and can provide you with the needed information.

Students are assigned to buses by the CCS Transportation Department. Requests to ride a different bus will only be approved if space allows. The bus may not be used to transport students to daycare providers or to homes of babysitters, caretakers, relatives, or locations other than the student's home.

Riding the bus is a privilege, not a right. Students at all times while riding a school bus **will** observe the directives of the school bus driver and all other rules outlined in the code of conduct. Students who misbehave on the school bus may be suspended from riding the bus for an indefinite period.

BUS RULES

1. Remain seated while the bus is in motion.
2. Talk quietly
3. Keep your hands, and feet to yourself.
4. Respect others and their property.
5. Do not bring any basketballs or footballs on the bus.

BUS STOP RULES

1. Wait quietly at the stop and not in the street.
2. Stand still until the bus comes to a complete stop.
3. Respect others and their property.

BOARDING AND LEAVING THE BUS

1. If crossing the street, look both ways.
2. Form a single line without pushing.
3. Enter and exit by the front door only.
4. Walk far enough in front of the bus so that the driver can see you and you can see the driver.
5. Walk, do not run.
6. Never stop in front of the bus. If you drop something, get the driver's attention before you try to pick it up.
7. Use the handrail and step one at a time.
8. Go directly to your seat.
9. Don't make stops once off the bus.
10. If you don't have to cross the street, walk immediately away from the bus.

Bus schedules are often adjusted as our school population grows. We will inform parents in writing of major changes in routes and time alterations. Students are assigned to a bus, based upon their residential address and will not be allowed to ride on a different bus to another location. Questions and/or concerns about bus routes, late pick up, or drop off should be directed to Ms. Ursula Foster-Sapp, our Assistant Principal at (910) 487-2340.

CHANGE OF TRANSPORTATION

Parents are to send written notification of any change in their child's dismissal procedure (this note must be signed and dated by the parent/guardian). Please understand we cannot accept your child's word in this matter due to obvious reasons, safety precautions, etc. We do not accept changes in your child's dismissal procedures over the phone due to safety precautions (as we cannot see or make an appropriate identification over the telephone of who we are speaking with through the telephone connection.)

Please do not call the office regarding any changes in your child's routine or send a DOJO message to your child's teacher. If you did not send in a note, you could still send the transportation change request in an email as long as you include a picture of your ID so that we can verify that the message is actually from you.

CAR RIDER PROCEDURES

Please click [here](#) to access important information about the car rider process.

A.M. Arrival:

All parents will drive down the main entryway of the school to get to the front parking lot. Please do not enter the bus parking lot, as it is for buses only. Continue down the lane until you reach the front parking lot. If you wish to park your car to walk your child to the front door, you may park in the middle row of the parking lot. You may walk your child to the front door being very careful to use the marked walkway to cross the traffic. Students must be escorted through the parking lot as they are not allowed to walk themselves due to safety reasons.

If you do not wish to park your car you may wait in line until you get to one of the four “coned” locations near the building. When you reach one of the cones, someone will be there to assist in getting your child out of your vehicle. Please make sure your children are sitting on the passenger side to facilitate movement of the line and to ensure their safety. Students are not permitted to get out of their car if the car is not stopped at one of the locations with staff members. For safety purposes, students are not allowed to get dropped off elsewhere and walk up to the building unsupervised without a parent.

1. Do not drop off students before 8:00 a.m. There will not be supervision for students before that time.
2. Students should only exit their cars in the marked drop-off zone.
3. Always pull as far forward as traffic will allow in the drop-off zone to unload students. Pull forward even if traffic seems light. Vehicles may be coming in behind you before your child can exit the vehicle and you can move on.
4. Keep traffic moving. Parking is not allowed in the drop-off lane. Students should be ready to exit as soon as the car comes to a stop in the drop-off zone.
5. If you walk your child in, cross only at crosswalks and wait for drivers to indicate that it is safe for you to cross. Stepping into traffic stops the flow, panics drivers, sets a bad example for children and is unsafe.

P.M. Dismissal:

All students who will be car riders will need to get signed up for a car tag number. You will need to fill out a Google Form to provide us with the needed information to get a tag. These numbers will need to be displayed on your car when you come to pick up your child. We will use this number to ensure that the correct child gets into the correct car.

Carpool dismissal will begin at approximately 3:10 pm. All carpool riders are released to the staging area by carpool number. Staff members are available to help with this process. (At the start of the year, carpool dismissal will take a little longer, as we will be teaching children safety and learning your cars.) This process will take a while to ensure that everyone safely gets in the correct car.

Drivers are required to display their carpool numbers to pick up students. This is to ensure the safety of all students. Children will enter from the passenger side of your car. All students will be helped into the back seat of your car. In an instance where your child is not able to fasten their seatbelt, please pull over after you get through the carpool line to help your child. If a child is delayed in exiting the building, an adult will ask her to pull over to the side when the line begins to move.

If your child is not picked up by 3:35 p.m., they will be escorted to the office where a parent must come in to sign them out as a “late pick-up”.

We ask that you please observe the following procedures to ensure the safety of all children during arrival and dismissal:

General Safety Tips:

- Please drive slowly and carefully around the driveway.
- Please be aware of your child and other children.
- Please DO NOT talk on your cell phone while driving through the parking lot.
- Please do not get out of your car.
- Please do not honk your horn to get your child’s attention.
- Please follow all traffic directions and do not cut off other cars.
- Please be patient at ALL times.

DELAYED SCHOOL OPENING

Inclement weather may result in a delay in the start of school (usually 2 hours). This school delay is a safety precaution on days when bad weather or road conditions may be dangerous, but show signs of improving. At NCIES, a delay in the schedule means that our beginning class time will be 10:30 a.m. Students may not be dropped off before 9:55 a.m. (no adult will be on-premises before that time). Buses will operate on a two-hour delay and **breakfast will not be served**.

Please ensure that we have a working phone number for you on file so that the automated phone calls that are sent out with important school delay or closure information will reach you. Cumberland County Schools will send out a text message to everyone notifying them if there is a delay or cancellation. Make sure to follow CCS on Facebook to receive all of the school closing notifications, as soon as it happens.

EARLY DISMISSAL

Rarely, Cumberland County schools will close early when emergencies, such as severe weather conditions, arise. Special directions regarding the time of closings will be broadcast by radio and television stations. **During inclement weather, please watch the news or check Social Media for school closing information.** An emergency form will be sent home at the beginning of the year for you to indicate any changes to your child's mode of transportation during early school closings. If your child rides the bus or carpools, please reinforce your procedures for such an event. Individual calls to all parents will not be possible during inclement weather.

PLANNED EARLY DISMISSAL

There are two days each school year in which all CCS schools will let out two hours early. The two days are the day before Winter Break, and the last day of school. On each of these days we will let out at 1:00. Please be at the bus stop, or in the car lot two hours earlier than normal on those days.

COMMUNITY ELIGIBILITY PROVISION SCHOOL

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) provides an alternative to household applications for free and reduced-price meals in local educational agencies (LEAs) and schools in high-poverty areas. This alternative is referred to as the Community Eligibility Provision (CEP). All students enrolled at New Century International Elementary School receive breakfast and lunch at no charge. Applications for Free or Reduced-price meal benefits are not collected at CEP schools. Additional funds can be added to a student's lunch account to purchase snacks.

- Breakfast will be served from 8:00 A.M. until 8:30 A.M.
- Lunch will be served from 10:55 A.M. until 1:00 P.M.

Students in Pre-K will have their lunches delivered to the classroom, all other students will go to the cafeteria and go through the serving lines to select their breakfast and lunch. Students may bring their lunch from home or eat from the menu in the cafeteria. Students are not permitted to have soft drinks or other carbonated beverages. Parents are advised not to pack food which will need refrigeration or will spoil at room temperature. Student lunches cannot be refrigerated or warmed. If your child is allergic to milk, please provide a written statement from his/her doctor and juice can be substituted.

Parents will be able to join their children in the cafeteria to eat lunch and sit with only their child. Outside food or drink will not be permitted in the school cafeteria.

FOOD AND DRINK

A change for the 2024-2025 school year is that outside food and drinks will not be able to be brought in first thing in the morning. For example, students will not be able to bring in Starbucks coffee, or breakfast from Burger King as they are walking in the building. All food and drink should be consumed before students enter the building.

We also ask that parents do not drop off snacks at the front office that were left at home. Parents will be able to drop off lunch boxes up front but we will no longer accept bags of chips or other snack food.

RECOGNITION/GRADING

We believe it is important to recognize students for social and academic achievement. Our Awards' Day celebrations are held at the end of each semester. Although we strive to acknowledge all students, not every student will receive an award for both Awards' Days. Students receiving an award will have an invitation sent home.

CCS GRADING SYSTEM

Students in grades 3, 4, and 5, within the Cumberland County School System, will have the following grade scale. The grades are based on teacher judgment, student performance, and curriculum guidelines.

90-100 A

80-89 B

70-79 C

60-69 D

0-59 F

The grading scale for students in Grades K-2 is as follows:

IV - Above Grade Level

III - On Grade Level

II - Below Grade Level

I - Well Below Grade Level

PROMOTION AND RETENTION

Promotions should be based on the progress and performance of individual students. Promotion standards are rigorous to provide students with the skills, knowledge, and confidence needed to be successful in the next grade. Students who do not meet standards are identified and provided intensive, instructional support. **In accordance with General Statute 115C-288(a), and local board policy, the school principal has the ultimate responsibility for promotion/retention decisions.**

CONFERENCES

Communication between home and school is critical for student success. Conference days are scheduled at the end of the first marking period, but we also encourage parents and teachers to discuss any concerns as soon as possible. Parents/Guardians may request a conference with their child's teacher by sending a note to the teacher, messaging on ClassDojo, or calling the office and leaving a message for the teacher. Generally, teachers will meet before school, after school, or during planning periods. This prevents the teacher from effectively preserving the instructional time of all students.

Parental concerns should be expressed to the teacher. Concerns that are more general in nature should be made to an administrator. An administrator will be glad to arrange conferences for parents and teachers to discuss classroom issues. An administrator will always expect the parent to discuss the concern with the **teacher first**. If unresolved, the administrator will meet with the parent and teacher to assist in resolving the concern.

PARENT ENGAGEMENT

As your child's first teacher, you are able to promote a positive educational relationship between the school and your child. It is important that you are actively involved in that relationship by ensuring you provide us with a working number and keep the school informed and up-to-date with any phone number changes or changes to the address. Please make sure that you check your child's student folders, assignments, and Canvas, on a daily basis for new information.

CLASS DOJO

Class Dojo is an app/website that we strongly encourage parents to join. It will allow you to stay in contact with your child's teacher and receive any important updates directly on your phone. Your child's teacher will provide you with information on how to set up your account. Please remember that this is a good tool to stay in communication with your child's teacher, but it is not an instant texting service. Teachers will check their messages daily but are not required to respond during instructional time or after 3:30pm. Expect a response during lunch or resource times. If you do not receive a response within 24 hours, feel free to email or call the school to speak with the teacher or an administrator. Teachers will not be able to immediately respond to every message that is sent to them, as they will be busy instructing their students.

CELEBRATIONS

At NCIES we will have two classroom celebrations throughout the school year. We have one before going out for Winter Break and then we also have one at the end of the year. All parents and family members are invited to attend the Winter Break celebration. The end-of-the-year celebration is just for students. Flowers, balloons, or other surprises must not be sent or brought to school for students as this causes a disturbance to the learning process and cannot be taken home on the bus. These items will not be received or delivered to the student.

One recent change is that we allow parents to send in individually wrapped, store-bought items for students' birthdays. To protect classroom time we will only do this on Fridays and everything must be dropped off at the front office before your child's lunch time. It is against the CCS policy to bring in home-made goods.

CHROMEBOOKS

Chromebook devices will be checked out to students through the media center at the beginning of the school year. Devices will be collected up to two weeks before the school year ends. Students in grades three through five can take their devices home only after parents have completed the **Cumberland County Schools 1:1 Program Contract for Chromebooks**. Parents have the option to have students leave the devices at school and if they would like for their students to complete assignments on personal devices at home. Students in grades Kindergarten through Second grade will have devices remain at school unless directed by the school administration. Parents will complete the **Cumberland County Schools 1:1 Program Contract for Chromebooks** in case devices are sent home. Parents may send a note to the media coordinator if they would prefer for devices to remain at school.

Chromebooks are only to be used for school assignments. Students should follow best practices when using Chromebooks. Chromebooks should not be used while eating and drinking. Students should make sure to carry their Chromebooks while they are closed. Students should also not trace or draw on the screen. Washing hands before use and carrying backpacks with Chromebooks carefully are also good ways to keep devices in good condition.

Fines will be applied to students' SchoolCashOnline accounts for damages and losses. The Cumberland County Technology Department will assess the damages. See the **Cumberland County Schools 1:1 Program Contract for Chromebooks** for current fines and charges. Liquid and food damage, broken hinges, and broken screens are the most common reasons for fines.

Students are advised to use the programs and resources available through the Internet using online safety. Responsible online practices include avoiding inappropriate websites and refraining from cyberbullying. Students found in violation of the online user agreement or misuse of CCS devices may be subject to disciplinary action.

TELEPHONES

Students are allowed to use the classroom phone in emergency situations only. Teachers and office staff will use their judgment in determining if calls are necessary. Students will not be called out of class to speak to anyone on the telephone nor will calls for students to be transferred to the classrooms. For security reasons, the office **WILL NOT** take messages for students.

At times, parents may need to drop off items and messages for students. We will not disrupt the teaching/educational process by delivering items or messages to the classroom. Parents will not be able to go to the classroom to deliver items and/or messages. Students will not be called out of class unless authorized by the principal. Forgotten homework, lunches, and other school items can be a burden on the office and defeat the efforts to encourage students to be self-reliant and responsible. To assist in these situations, we will place messages in the mailbox of the teacher. Unclaimed items and messages will be delivered to the classroom at the end of the day. This policy creates far fewer disruptions for the classroom teacher and other students. We know there will be emergencies and exceptions and these will be handled on an individual basis.

TECHNOLOGY/ELECTRONIC/COMMUNICATION DEVICES

Student electronics/cell phones may not be seen or heard during the school day unless directed by the teacher. If it is determined that a child is using electronics/cell phones for recording, texting, talking, games, etc. at any time during the school day, the device will be confiscated and only a parent will be permitted to pick up the phone. Students must not record any student or staff on school premises to include the bus and bus stop. The school is not responsible for student electronics/cell phones that are damaged, lost, stolen, etc. at NCIES or at any off-campus activities. Students are allowed to have Smart watches but they must not use them inappropriately. NCIES adheres to the official policy of the Board of Education regarding student cell phones and other electronic devices. All policies governing Cumberland County Schools are posted on the CCS web: <http://ccs.k12.nc.us>.

The Board of Education Policy Manual; Section 4000– Students; Policy code: 4318 Use of Wireless Communication Devices: The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include but are not limited to, cellular phones, electronic devices with an internet capability, paging devices, two-way radios, and similar devices.

A. **AUTHORIZED USE** Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use. Although use generally is permitted before and after school, the use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs. No pictures or videos are allowed to be taken on school buses by students. Cell phone use that results in Code of Conduct infractions can result in suspension or expulsion.

B. **CONSEQUENCES FOR UNAUTHORIZED USE** School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student’s parent or guardian. The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Student Code of

Conduct the specific range of consequences that may be imposed on a student for violations of this policy. Aggravating factors may be considered when assigning consequences. Aggravating factors may include, but are not limited to, using wireless communication devices (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; and (4) to take and/or send illicit photographs.

C. SEARCH OF WIRELESS COMMUNICATION DEVICES In accordance with policy 4342, Student Searches, a student's wireless communication device, and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction. D. LIABILITY Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication devices. Legal References: G.S. 115C-36,-391

DRESS CODE

Student dress contributes to the school atmosphere. A clean, neat, appropriately dressed student advertises the fact that he/she respects himself/herself in a way designed to win respect from others. Students are advised to dress with good taste and in so, they will be contributing to the general pride of the school. Parents are asked to use good judgment as they allow their children to dress for school. The following is a dress code that we feel will maintain an atmosphere of comfort and learning.

1. Students must wear skirts and shorts that extend to their fingertips when they are standing straight up and putting their arms straight down.
2. Shirts that expose any of the midriff (stomach, chest, or ribs) are not acceptable.
3. Straps on shirts/tank tops must be 2 inches or wider.
4. For the safety of students, all students must wear closed-toe shoes.

All clothing must be free of offensive language (or pictures) relating to violence, controversial issues/topics, drugs, race, or sex. Clothing should represent respect for self and others and promote a positive attitude in our positive emotional learning environment.

STUDENT ITEMS

Rolling book-bags, radios, hand-held electronic devices, laser pens, CD Players, iPods, iPads/Tablets, Kindles, MP3s, walkie-talkies, pagers, collectibles, Pokemon cards, trading cards, or certain athletic equipment (footballs, baseball bats, metal cleats, etc.), and toys are prohibited at school. These items in the learning environment or on the school bus can be disruptive to our school learning environment as well as the school bus environment.

Cell phones are only allowed at school for emergency purposes, and they must be kept in the student's book bag and turned off at all times while on campus and/or on the school bus. Apple watches or any other type of smartwatches will also be prohibited if students are using them during school time.

Students should not bring non-academic items to school to share, trade, or sell. When discovered these items will be confiscated, an administrative conference with parents will be scheduled, and disciplinary action will be determined by the administration. (*Toys, games, jewelry, or other personal items should not be brought to school unless the child is directed to do so by a staff member. The school is not responsible for any loss or damage to these items.)

*The school assumes no responsibility for personal technology or other personal prohibited items brought to school.

Please use a permanent pen to write your child's name on clothing or items before they wear or bring them to school so staff may quickly identify them and give them back to your child as needed (Inside labels or tags work well).

STUDENT CODE OF CONDUCT

Each student will receive a copy of the Cumberland County School's Code of Conduct and will sign stating that they are aware of the rules that are in the Code of Conduct. Each student is expected to adhere to the rules and expectations of Cumberland County Schools and New Century International Elementary School. Our staff members will be responsible for enforcing the rules and communicating the school's expectations to maintain safety and security in the learning environment.

OUR PHILOSOPHY

At NCIES we believe that

**TEACHERS HAVE THE RIGHT TO TEACH;
STUDENTS HAVE THE RIGHT TO LEARN**

To allow that to happen, our students practice their PANDA 4 every day. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide Positive Behavior Interventions and Supports (**PBIS**) is to establish a climate in which appropriate behavior is the norm.

PANDA 4

- Be Respectful
- Be Safe
- Be Responsible
- Be Productive

If A Student Obeys All the Rules

He/she will receive a reward in the form of a Panda Dojo point, a small treat, a good behavior phone call, etc.

If A Student Chooses to Break a Rule

Classroom teachers have developed their own classroom management plans that are consistent with the school-wide PBIS plan. This plan will be shared with your child and you at the beginning of the school year. Again, please review the rules and consequences with your child and reinforce the teacher's expectations.

When a classroom disruption requires immediate action, a student may be referred to the office. Administrators, guidance counselors, or other school personnel will then work with the student and home to help the student redirect actions in a more positive and constructive manner. The behavior may warrant extreme consequences as decided upon by the individuals involved. Extreme consequences include but are not limited to, a suspension from school. New Century International Elementary School will be successful in providing a quality education for all students only if we manage their behavior in every activity. Your support is a key component in helping our students take responsibility for their own behavior. It is imperative that all children meet the above expectations so that all students can learn.

Possible consequences for not observing school rules may include a verbal reprimand, a note or phone call to the parent, a parent-student conference with the principal, time spent in the Principal or Assistant Principal's office, or a behavior contract. The severity of the child's action will determine the consequence. ***Note: Continued and/or severe violations of one or more of the CCS Code of Conduct may result in a suspension from school.***

LOST AND FOUND

The lost-and-found box is located in the main hallway near the Media Center. Items are also displayed during awards ceremonies and other parent meetings. Please check for lost items regularly. Labeling your child's clothing, lunchbox, and other belongings can help prevent items from being lost and unidentified.

EXCEPTIONAL CHILDREN'S CONCERNS

In addition to regular classroom instruction, New Century offers special programs for qualifying students through the Exceptional Children's Program. Students identified by the school IEP team as Exceptional (Learning Disabled, Behaviorally Emotionally Disabled, etc.) will receive services from certified staff to promote academic and/or social progress.

Academically/Intellectually Gifted students are also identified and served through a certified consultant and the AIG committee. Parents are involved in all stages of the Exceptional Children's referral, identification, placement, and design of services. If you have questions, please call our EC Case Teacher, or Emily Hine, AIG ACES Teacher, at 487-2340.

COUNSELING

Our Guidance Counseling service is designed to assist students in academic, personal, and social development. The Counseling Program may be provided in small group sessions, individual services, or whole group instruction. Character Education is a major point of emphasis in this program. Ms. Lisandra Dyer and Jazmine Haynes, our school counselors, may consult with parents, administrators, and outside agencies to maximize opportunities and meet the needs of students. They work with many agencies and are trained in Peer Mediation Strategies. They may interpret test scores, and confer with parents who request to review cumulative records. Counseling at New Century International Elementary is part of the regular education program. Please contact Ms. Dyer or Ms. Haynes if you have any concerns at 910-487-2340.

PRIMETIME

A Prime Time program is held at New Century International Elementary School. Homework time is offered for children who want to complete their homework before they go home. Children have an opportunity to participate in activities of their choosing. Activities include arts and crafts, sports, games, special events, work puzzles, special event programs, plus much more.

Hours of Operation

Before School	Starting at 6:30 until school begins.
Partial After School	School dismissal until 4:30 p.m.
Regular After School	School dismissal until 6:00 p.m.

Call 678-2451 for more information concerning Prime Time.

ILLNESS/INJURY

Please do not send sick children to school. If a student is injured or becomes ill at school, he/she is to report to his/her teacher who will contact the parent in most cases. All students who are injured or become ill must check out through the front office before leaving school. We do not always have a nurse available for referrals or emergency situations. The school is only permitted to clean wounds with soap and water and apply bandages. **Please keep your child's emergency contact card updated with any changes in phone numbers, in the case of an emergency, we need to be able to contact someone quickly.**

Any student who has a temperature above 100 degrees Fahrenheit should be sent home from school. Students who show other signs of illness may be sent home. Students with a fever must be kept at home until the temperature has been normal for twenty-four hours without fever-reducing medication.

IMMUNIZATIONS

A record of immunizations is required, by law, within 30 days of enrollment for all students. Failure to provide a complete and current (as per North Carolina law) immunization record within that time *will* result in the dismissal of the student from school until such time as the immunizations are complete, or a schedule for the completion of the required immunizations, authorized by a physician, is presented to the school office.

HEAD LICE

Students found to have evidence of head lice will be excluded from school immediately according to Board of Education policy. At New Century International Elementary School, the following policy is used if students are suspected of having head lice:

1. A student is identified as having head lice by phone call, teacher referral, or class check.
2. The school staff then checks the student. If live bugs are found, the student is discreetly sent to the office. A home contact is made requiring the parent or guardian to pick up their child. A letter that provides treatment information accompanies the child.
3. A total class check may be made in the student's class as well as the siblings of the infested student.
4. To return to class, the parent must present proof of treatment.
5. The child is checked before returning to the classroom and then rechecked again in seven to ten days.

6. A letter is sent home with all students in a class only when more than one student in the class has head lice and/or nits.

You are encouraged to regularly screen your child for the presence of head lice. Should you find evidence of head lice, please call the school so the school can follow appropriate procedures.

MULTI-TIERED SYSTEM OF SUPPORT

NCIES will support the individual needs of our students by implementing and sustaining a layered system of support, Multi-Tiered System of Support (MTSS) so that all students succeed academically, behaviorally, and emotionally.

- Tier One includes high-quality curriculum and instruction in the classroom that all children receive which is Core Instruction.
- Tier Two includes additional targeted, supplemental instruction for small groups of students who need more support on a targeted skill.
- Tier Three includes intensive interventions that are customized to meet the individual needs of students.

For more information on the specific support, please contact your child's teacher or school counselor.

SECTION 504 – AMERICANS WITH DISABILITIES ACT

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA/Section 504 Coordinator.

DISCRIMINATION POLICY

No person shall, based on race, sex, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity operated by the Cumberland County Public School System. If an employee, student, parent, or community member believes such exclusion, denial, or subjection has occurred, he/she should contact the New Century Elementary School Administration or the Superintendent's office of the Cumberland County Board of Education.

PARENTS' RIGHT TO KNOW STATEMENT

As required by The No Child Left Behind Act (NCLB) of 2001, Title I Part A, information is available at our school to include but is not limited to the following:

- The School Improvement Plan
- Qualifications of your child's teacher
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Cumberland County School Improvement Plan
- The Cumberland County Title I Parent Involvement Plan and School Parent Involvement Plan
- Cumberland County System Report Card
- New Century Elementary Report Card

Please contact our school and we will be glad to provide you with this information upon request.

DECLARACION DEL DERECHO A SABER DE LOS PADRES

Como requerido por el Acto de Que Ningún Niño se Quede Atrás (NCLB) del 2001, Título 1 Parte A. Información está disponible en nuestra escuela que incluye pero que no está limitada a lo siguiente:

- Plan de Mejoría de la Escuela
- Calificaciones del maestro(a) de su hijo/a
- Oportunidades del desarrollo profesional de los maestros y de los asistentes para asegurar personal altamente calificados

- Oportunidades para la participación y las opiniones del padre
- Plan de Mejoría de las Escuelas del Condado de Cumberland
- El Plan del Título 1 para la Participación de los Padres y el Plan para la Participación de los Padres en las Escuelas
- Reporte de Calificación del Condado de Cumberland
- Reporte de Calificación de la Escuela
- Favor de comunicarse con nuestra escuela y será nuestro placer en proveerle con información a su petición.